



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

**Employee Requisition**

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 05/18/2016	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>1ST ASSISTANT ATTORNEY GENERAL</b>			
Pay Grade SG 17	Salary Range \$72,987-95,201	Classification Full Time	
Department: LEGAL SERVICES	Location: Okmulgee	Location Code: 82	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Responsible for the supervision of the Department of Justice during the absence of the Attorney General; assists with the hiring of support staff and Assistant Attorney Generals; attends Cabinet Meetings during the absence of the Attorney General; responsible for providing legal advice and counsel to the various departments and agencies of the Muscogee (Creek) Nation; negotiation, review and drafting of contracts; negotiation and purchase of commercial and individual property for the Muscogee (Creek) Nation; assists with legal advice and counsel to the Tribal communities; drafting of Tribal legislation; attends tribal committee meetings and provides legal advice to Tribal committees ; attends National Council Sessions upon the absence of the Attorney General; assists with the writing and review of Tribal grants upon requests; provides legal advice and counsel on matters between the Federal, State, County and City officials; public speaking at meetings and conferences; provides legal research and memoranda for and on behalf of the Attorney General; and provides customer service to citizens and other individuals seeking general information/guidance on the operations of the Muscogee (Creek) Nation. Perform other duties as assigned by the Attorney General.
Principal Duties and Responsibilities:	Responsible for the supervision of the Department of Justice during the absence of the Attorney General; assists with the hiring of support staff and Assistant Attorney Generals; attends Cabinet Meetings during the absence of the Attorney General; responsible for providing legal advice and counsel to the various departments and agencies of the Muscogee (Creek) Nation; negotiation, review and drafting of contracts; negotiation and purchase of commercial and individual property for the Muscogee (Creek) Nation; assists with legal advice and counsel to the Tribal communities; drafting of Tribal legislation; attends tribal committee meetings and provides legal advice to Tribal committees ; attends National Council Sessions upon the absence of the Attorney General; assists with the writing and review of Tribal grants upon requests; provides legal advice and counsel on matters between the Federal, State, County and City officials; public speaking at meetings and conferences; provides legal research and memoranda for and on behalf of the Attorney General; and



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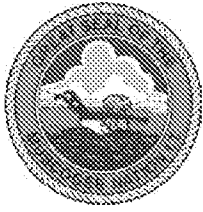
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	provides customer service to citizens and other individuals seeking general information/guidance on the operations of the Muscogee (Creek) Nation. Perform other duties as assigned by the Attorney General.
Minimum Requirements:	<ol style="list-style-type: none"><li>1. Minimum Requirements: Must be a graduate of an accredited law school, knowledgeable and/or have experience of Federal Indian law.</li><li>2. Special Considerations: Must be able to communicate effectively with the public and handle workload under pressure situations. Must be able to work with confidential material.</li></ol>
Preferred Requirements:	<ol style="list-style-type: none"><li>1. Minimum Requirements: Must be a graduate of an accredited law school, knowledgeable and/or have experience of Federal Indian law.</li><li>2. Special Considerations: Must be able to communicate effectively with the public and handle workload under pressure situations. Must be able to work with confidential material.</li></ol>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	<ol style="list-style-type: none"><li>1. Valid Drivers License.</li><li>2. Must be licensed to practice law in any state and must be in good standing with that jurisdiction.</li><li>3. Must be willing to become licensed to practice law in Oklahoma.</li><li>4. Must be a member of the Muscogee (Creek) Nation Bar Association in good standing or be eligible to become a member.</li></ol>

### Competencies:

<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.

### Physical Demands:



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While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs.      ☐ Up to 100 lbs.      ☐ Over 100 lbs.  
☐ Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles      ☐ Outside weather conditions      ☐ Toxic or caustic chemicals  
☐ Risk of electrical shock      ☐ Vibration      ☐ Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.